# Digital Overview for Connecticut

**November 4, 2021**

# Attendee Reminders



- **Thanks for attending!**

- **Please use the chat to submit questions.**

- **This session is being recorded.**

  - **It will be posted on the CSDE SAT School Day webpage.**

# Attendee Reminders



- Contact information:

  - **Michelle Rosado**

    - Phone: **860-713-6748**

    - Email: **michelle.rosado@ct.gov**

  - **Deirdre Ducharme**

    - Phone: **860-713-6859**

    - Email: **deirdre.ducharme@ct.gov**

  - **College Board**

    - Phone: **855-373-6387**

    - Email: **SATSchoolDay@collegeboard.org**

# Implementation Overview

# Test Dates

| CT SAT School Day – Spring 2022 | |
|---|---|
| Primary test dates | March 23-25<br>March 29-30<br><br>Accommodated testing window:<br>March 23-April 5 |
| Makeup test dates | April 26-28 |

# Implementation Overview

## Key Points

- College Board delivers the digital SAT in partnership with Cambium Assessments, Inc.™ (**CAI**).

- Schools testing digitally must have all students test digital for an assessment except those students who have an accommodation requiring a paper-pencil test.

- Each student **must complete all sections of the test in one day** unless the student has been approved for accommodations that extend testing time beyond a day.

- Testing Over a Window:

  - Schools can administer the test to all students on a single day within that window or spread students out across multiple days of the window.

  - All students taking the test on the same day need to test at the same time. (There are still Covid-related flexibilities like staggered start time available.)

- Score reports are made available in the same time frame as those students that test with paper and pencil.

- In addition to the standard roles for testing, each school needs to assign a technology coordinator who is accountable for technology setup tasks.

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Implementation Overview

## Roles and Responsibilities

| Role | Qualifications and Responsibilities |
|---|---|
| **Test Coordinator** | School staff member responsible for managing all aspects of digital and/or paper test day preparation and administration. |
| **SSD Coordinator & EL Coordinator** | District or school staff member who is responsible for the completion of tasks associated with Services for Students with Disabilities (SSD) and the setup of approved accommodations and/or English learner (EL) supports in TIDE. |
| **Technology Coordinator** | District or school staff member responsible for managing all technical readiness activities including environment setup, hardware and software management, and internet connectivity. |
| **Proctors** | Current or retired teachers, counselors, administrators responsible for conducting a secure, valid administration in the testing room, including delivery of test instructions and monitoring student testing. |
| **Monitors** | School staff or other qualified adults who have been trained to help the test coordinator and proctors. |

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

*NOTE: In some cases the same individual can serve in multiple roles.*

# Implementation Overview

CSDE is responsible for uploading a complete roster of students from PSIS using the College Board's bulk registration system. Student data will then be available in CAI's Test Information Distribution Engine (TIDE) platform so that coordinators can complete all digital readiness tasks ahead of test day. First upload will be mid-January 2022.

**Pre-ID Upload**

College Board establishes schools who are participating in the digital CT SAT administration

CSDE submits student data to College Board via Bulk Registration

Students are loaded into CAI's TIDE platform where Test Coordinators view and manage their test settings

# CAI Systems

**The CAI test delivery system includes multiple applications. These applications work together to ensure a smooth and secure test administration.**
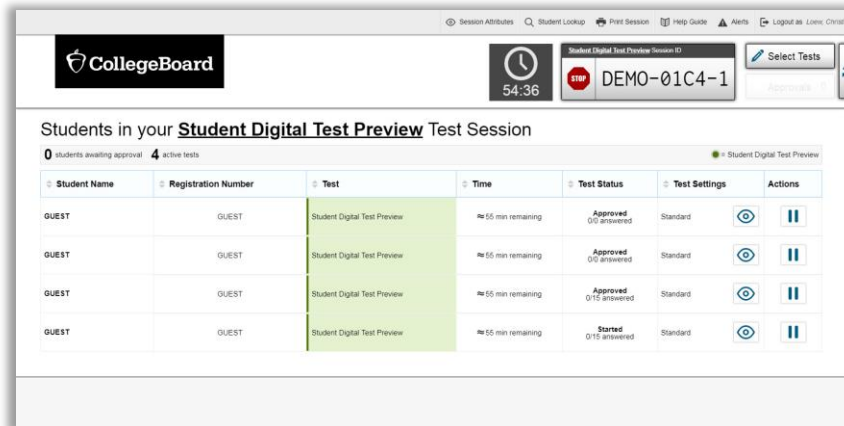
## Overview

### Test Information Distribution Engine (TIDE)
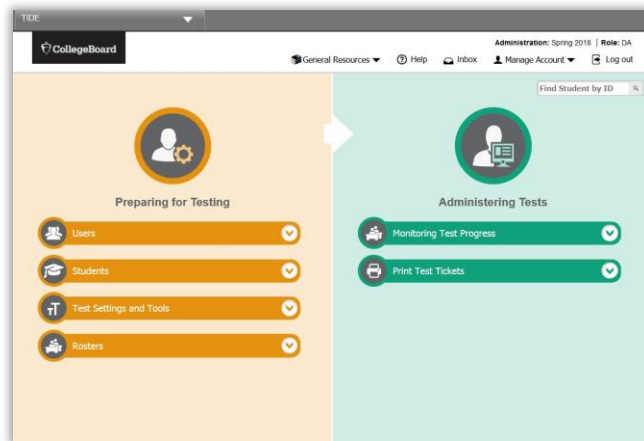


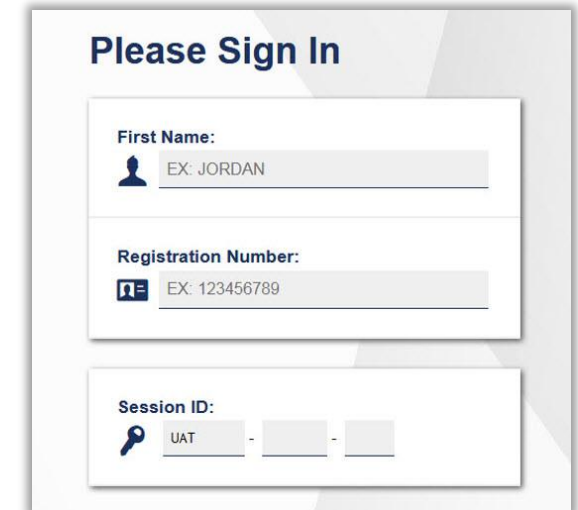*Test coordinators use TIDE throughout the testing process.*
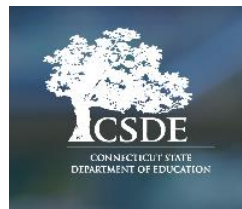
### Test Administrator (TA) Interface



*Proctors use the TA Interface to administer the test.*

### Secure Browser



*Students use the secure browser to take the test.*
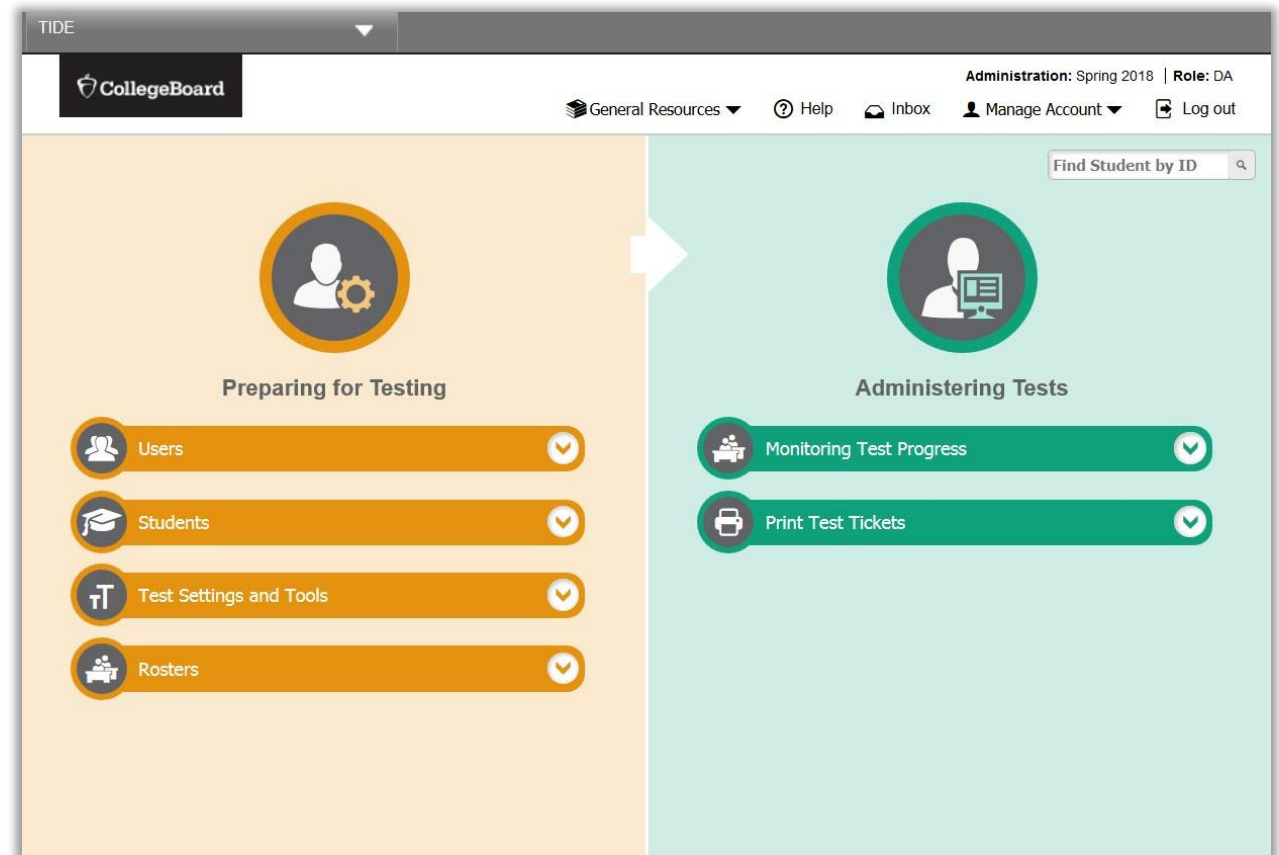
# CAI Systems

## Test Information Distribution Engine (TIDE)

**Test coordinator functions in TIDE:**

- **Creating staff accounts**
- **Managing rosters**
- **Monitoring digital test sessions**
- **Modifying test settings for students with accommodations**
- **Printing student test tickets**

**Test coordinators** use TIDE to manage data and configure test settings ahead of test day.

**District administrators,** as a part of the CT SAT, will also have access to TIDE to support test coordinators' management of student data.

# CAI Systems

## Test Administrator (TA) Interface

**Proctor functions in the TA Interface:**

- **Conducting preadministration sessions**
- **Creating test sessions**
- **Approving students into the test sessions**
- **Monitoring and managing test timing***
- **Monitoring student test status**
- **Identifying students who may need assistance**

**Proctors use the TA Interface to administer the digital SAT.**



*The College Board's versions of the TA Interface and secure browser have timing functionality built in to ensure that all students receive their fully allotted testing time.*

# CAI Systems

## Secure Browser

**Students** use the secure browser to access and take the test. Schools are required to download and install the secure browser on all student test-taking devices.

The secure browser secures the desktop by restricting access to prohibited applications and collects student responses.



*Students use their registration number instead of their SASID.

# Schools Already Using CAI

**Schools already using the CAI system and secure browser to deliver other tests will need to complete technical set up tasks in order to administer the CT SAT School Day assessment.**

## Student Testing Applications

**Depending on the operating system on student devices, you will install one of the applications below:**

- **The CB Secure Browser is for devices running on Windows or Mac OS. It does not replace state testing browsers, and both may be installed on the same device.**

- **SecureTestBrowser – is the application for Chromebooks and iPads. If your school already uses CAI for other assessments, then you only need to change the Organization and Assessment settings in SecureTestBrowser before students can access the test.**

# Schools Already Using CAI

**Schools already using the CAI system and secure browser to deliver other tests will need to complete technical set up tasks in order to administer the CT SAT School Day assessment.**

## Test Coordinators and Proctors

**Test coordinators and proctors will use the same CAI products to administer the test:**

- **Testing staff will need to login using different access points from their state CAI systems. College Board CAI systems are accessible via the Digital Testing Portal.**
- **Student data elements and permissions in TIDE may differ from your state instance.**
- **If testing the same students across state testing and the digital SAT SD, they will be represented separately in both systems.**

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Test Day Planning

**Digital Testing Portal:**

**digitaltesting.collegeboard.org**

# CAI Systems

## Test Administration Practice Site

School staff can use CAI's practice site to simulate test day and get hands-on experience administering the digital tests in the SAT Suite of Assessments.

- View the **interactive proctor simulation** to learn how to administer the test with the TA Interface.

- Use the **TA Interface Practice Site** with the **Student Digital Test Preview** for a more hands-on, realistic experience starting a test session and monitoring student testing.

- We recommend schools plan to incorporate this exercise into their staff training.

- Detailed instructions on when and how to practice a test administration, including a resource guide, are available on the **digital testing portal**.

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Practice Giving a Test Using the TA Interface

# Preparing for Digital Testing

# Technical Readiness

## Setup Overview

**Technology Coordinator Overview Webinar will take place on 11/18 at 1PM**

**Get started by reviewing the technical requirements and following the Digital Preparedness Step-by-Step Guide:**

| Part One: Technology and Setup Verification | Part Two: Test Readiness and Evaluation |
|---|---|
| ❑ Check for Supported Operating Systems | ❑ Install the Secure Browser |
| ❑ Check for Supported Web Browsers | ❑ Run CAI's Network/Bandwidth Diagnostic Tool |
| ❑ Disable Automatic Updates to Operating System | ❑ Prepare for Delivery of Tests with Accommodations |
| ❑ Disable Applications that Interfere with Testing | ❑ Complete the Technical Readiness Evaluation: |
| ❑ Check Batteries or Power Source |     ○ Test the Secure Browser |
| ❑ Disable Pop-Up Blockers on Staff Computers | |
| ❑ Enable JavaScript on Staff Computers | |
| ❑ Check Content Filters, Firewalls, and Proxy Servers | |
| ❑ Confirm Wireless Coverage | |
| ❑ Allow Appropriate URLs | |

**CollegeBoard**

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Technical Readiness

**Test Devices:**
**Requirements and Specifications**

Visit the [digital testing portal](#) for the most up-to-date information on device requirements and supported operating systems.

**Devices for Proctors and Students**

- All devices must meet the system requirements and technical specifications outlined in the Step-by-Step Guide.
- Schools must have the ability to install a secure browser client application on all test-taking devices.
- Desktops, laptops, iPads* and/or Chromebooks are allowed.
- Devices **must** connect to the Internet (wired or wireless).
- Devices **must** be school-owned.
- Devices **must** maintain a charge for **at least 5 hours** or have access to a reliable power source.
- Each testing room must have a dedicated device the proctor will use to access the TA Interface.
- Students testing with an approved assistive technology device should pre-test the device in the secure browser using Student Digital Test Preview mode, prior to test day, in order to ensure operational functionality.

*NOTE: Apple iPads with a 9.7" display are allowed; Apple iPads must be 4th Generation or higher, and iPad Minis can't be used.*

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Technical Readiness

## Test Devices:
## Guidance for Determining Bandwidth

 **Run the network diagnostic tool ahead of test day in different rooms to ensure bandwidth requirements can be met.**

CollegeBoard    CSDE CONNECTICUT STATE DEPARTMENT OF EDUCATION
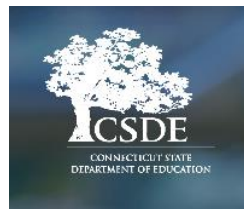
**Your network should have enough bandwidth to support digital testing at the required performance level.**

**College Board provides a network diagnostic tool to make sure your school has the bandwidth to support the number of students expected to test at the same time. Access the network diagnostic tool through the Digital Test Preview link located on the digital testing portal.**

| # of Students | Average Estimated Bandwidth Consumed During Startup | Average Estimated Bandwidth Consumed During Testing |
|---|---|---|
| 1 | 8K bits/second | 5–15K bits/second |
| 50 | 400K bits/second | 250–750K bits/second (0.25–0.75M bits/second) |
| 100 | 800K bits/second | 500–1500K bits/second (0.5–1.5M bits/second) |

| Testing Device | Ratio of Devices to 802.11g WAP | Ratio of Devices to 802.11n WAP |
|---|---|---|
| 802.11g | 20 | 40 |
| 802.11n | 20 | 40 |
| Mix of 802.11g and 802.11n | 20 | 40–50 (depending on the mix of wireless cards used) |

# Students with Accommodations

**Accommodations Essentials**

**SSD and Accommodations Overview Webinar will take place on 11/8 at 1PM**

**Accommodations, TIDE, and CT SAT School Day Webinar will take place on 12/6 at 1PM**

**The digital test is accessible for students with accommodations. Here are a few things you should know:**

- **Requests for College Board accommodations are submitted through the [College Board SSD Online System](#) between November 29 and February 2. Note: It may take up to seven weeks to receive approval, so submit requests as early as you can.**

- **For students already approved for College Board accommodations in the paper testing mode, a new request is not required. These students will be provided an equivalent accommodation for digital testing.**

# Students with Accommodations

**Accommodations Essentials**

**SSD and Accommodations Overview Webinar will take place on 11/8 at 1PM**

**Accommodations, TIDE, and CT SAT School Day Webinar will take place on 12/6 at 1PM**

**The digital test is accessible for students with accommodations. Here are a few things you should know:**

- **Accommodated testing needs to be set up before test day.**

  - **Using the NAR as a guide, schools must indicate in CAI's TIDE system on the student record if the student is testing with accommodations.**

  - **Schools must also indicate in TIDE if the student is receiving extended time as an EL support or an accommodation that is not embedded in the platform (e.g., small group setting, handheld 4-function calculator, etc.).**

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Students with Accommodations

## Nonstandard Testing Rooms

**Students who require different timing or breaks must be tested in separate rooms. Follow these policies for assigning rooms:**

- **Students taking the test with extended time, extra or extended breaks, or other accommodations should be assigned a room and a proctor separate from those used for standard administration.**

- **Seat students testing with the same type of timing and breaks together – this may require multiple digital testing rooms.**

- **Provide appropriately configured test-taking devices and resources to support students' accommodations.**

- **Students testing in paper mode, due to an accommodation, must test in a separate room from digital test takers.**

**Test coordinators should be discreet when assigning nonstandard testing rooms to avoid subjecting students to unnecessary attention.**

**Proctors managing rooms for students testing with accommodations must follow the accommodated scripts based on the type of accommodation a student needs (e.g., extended time).**

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Students with Accommodations

## Test Settings and Tools

Work with students ahead of test day using the Student Digital Test Preview to confirm that the student's modified settings will meet their needs on test day.

Some of the accessibility features are universal and available to all students, while other features require set up by the SSD coordinator or test coordinator in TIDE before test day.

| Universal Tools | Adjust student settings prior to test day |
|---|---|
| • Calculator (Math Test - Calculator section ONLY) | • Color Contrast |
| • Context Menu | • English learner time and one-half |
| • Expand Button | • 4-function Calculator (for Math Test - No Calculator section) |
| • Highlighter | • Mouse Pointer |
| • Line Focus | • Non-Embedded Accommodations |
| • Mark for Review | • Permissive Mode |
| • Navigation Buttons | • Streamline Mode |
| • Notes | • Test Time and Breaks |
| • Questions Dropdown List | • Text-to-Speech/Assistive Technology |
| • Reference/Math Formula Sheet | • Zoom/Font Size |
| • Strikethrough/Option Eliminator | |
| • Student Clock | |
| • Zoom In/Out | |

# Test Experience Preview

**Test day staff and students should review the [Student Digital Test Preview](#) to become familiar with the digital test delivery system and its available features.**

## Overview of Universal Test Tools in Test Site

- **Navigation Buttons**: move between questions.

- **Student Clock**: displays time remaining in test section.

- **Test Tools**: appear in the menu at the top of the test page.

- **Context Menu Tools**: available from the context menu for each question.

# Preadministration Session

We strongly recommend conducting a preadministration session before test day.

Everyone benefits:

- Students learn how to use testing tools and platform

- Proctors can practice administering the test

- Test coordinators can confirm technical readiness

If you are unable to schedule a preadministration session, students may complete the score sends on test day.

# Test Room Setup

**Test coordinators will need to identify and prepare rooms/spaces for the digital test administration. Additional rooms may need to be set up for students with accommodations.**

**Guidelines for digital room configurations include:**

- **Testing stations that are configured to prevent testers from easily viewing the screens of nearby testers.**

- **Enough space for testing devices and the use of scratch-paper and/or calculators.**

- **Lapboards are not permitted.**

**Each room must have:**

- **A dedicated computer for the proctor**

- **A test-taking device for each student**

- **Access to a reliable power source for test-taking devices**

**Testing rooms should be free from distractions, have adequate lighting and ventilation, and have restrooms nearby.**

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Test Room Assignments

You will always need at least one hall monitor to supervise students during breaks. Depending on the number of testing rooms, you may need more.

When assigning staff to digital testing rooms, adhere to the room staffing policy:

- You will need at least one proctor in each testing room, up to 25 students.
- Add a room monitor for testing rooms with 26-50 students.
- Work with your SSD coordinator to determine how many additional monitors will be needed for students testing with accommodations.

| Number of Students | Proctors | Additional Room Monitors |
|---|---|---|
| 1-25 | 1 | 0 |
| 26-50 | 1 | 1 |
| 51-75 | 1 | 2 |
| 76 or more | 1 | 3+ |

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

# Seating and Security for Digital Testing

## Seating and Spacing Requirements

*Testing room policies differ for rooms used for paper testing.*

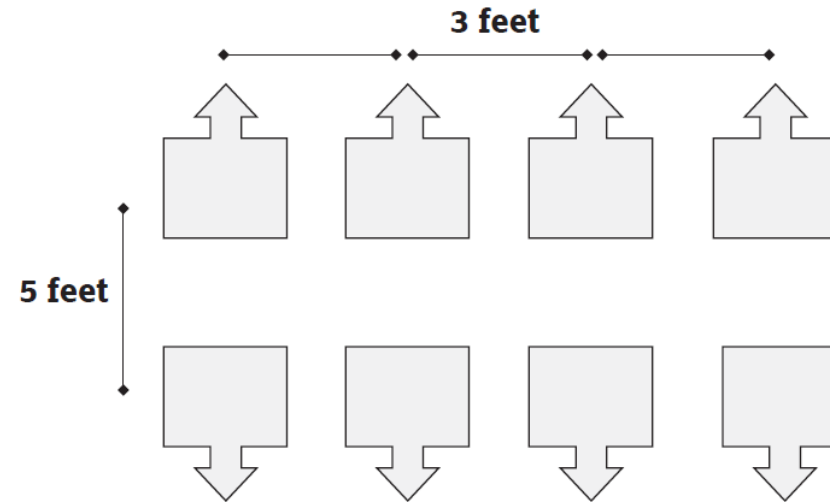| Policy | Digital Testing Rooms |
|---|---|
| Partitions | Partitions and/or dividers between test-takers are highly recommended. Partitions must:<br>• Conceal a student's writing surface or testing device from other students<br>• Not obstruct the proctor's visibility of students |
| Seating Distance* | No less than 3 feet apart side-to-side and 5 feet back-to-back/front-to-back (from center of one computer to the center of the next). |
| Seating students face-to-face | Face-to-face seating is allowed **ONLY** with partitions. |
| Seating students facing same direction | Allowed but recommend the use of partitions. |

# Seating and Security for Digital Testing

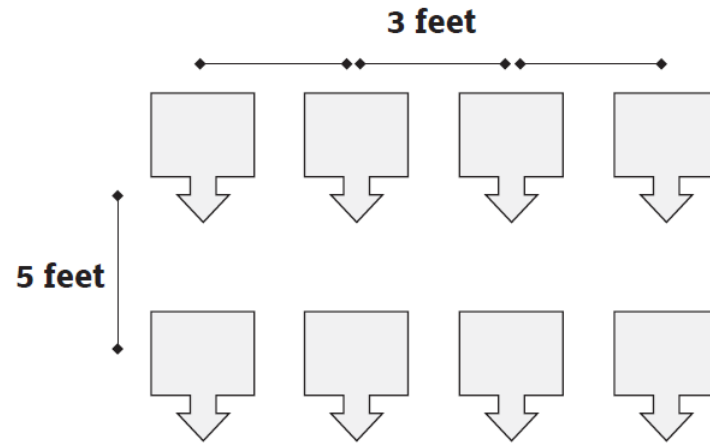**Seating Configurations**


Back-to-back seating *without* partitions — 3 feet, 5 feet


Back-to-back seating *with* partitions — 3 feet, 5 feet

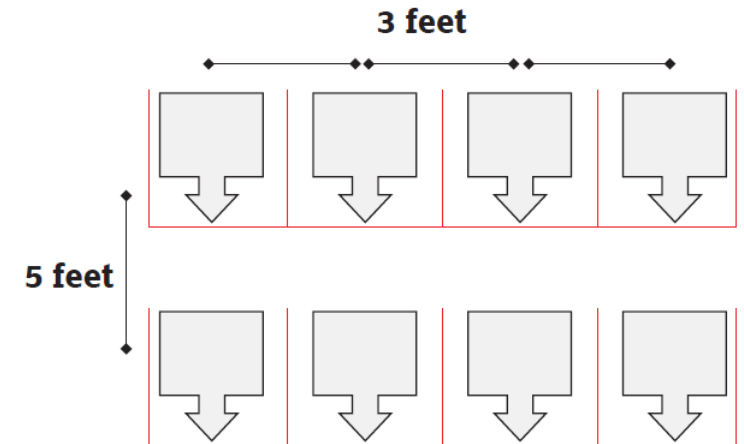Distances are measured from center to center.
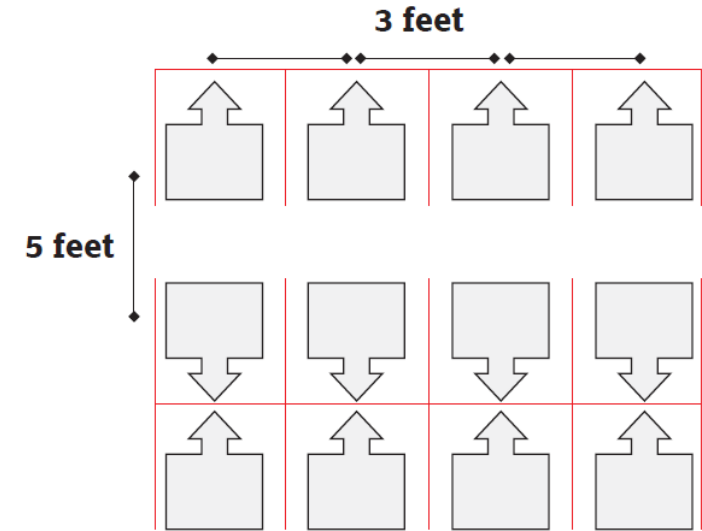
# Seating and Security for Digital Testing

**Seating Configurations**



Front-to-back seating *without* partitions

3 feet

5 feet

Front-to-back seating *with* partitions

3 feet

5 feet

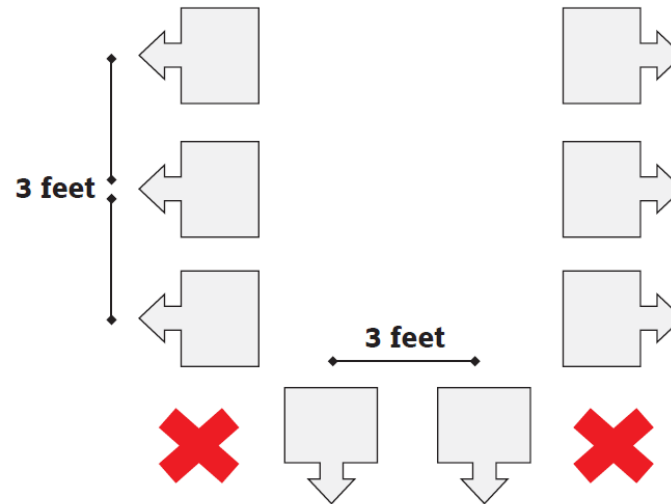Distances are measured from center to center.

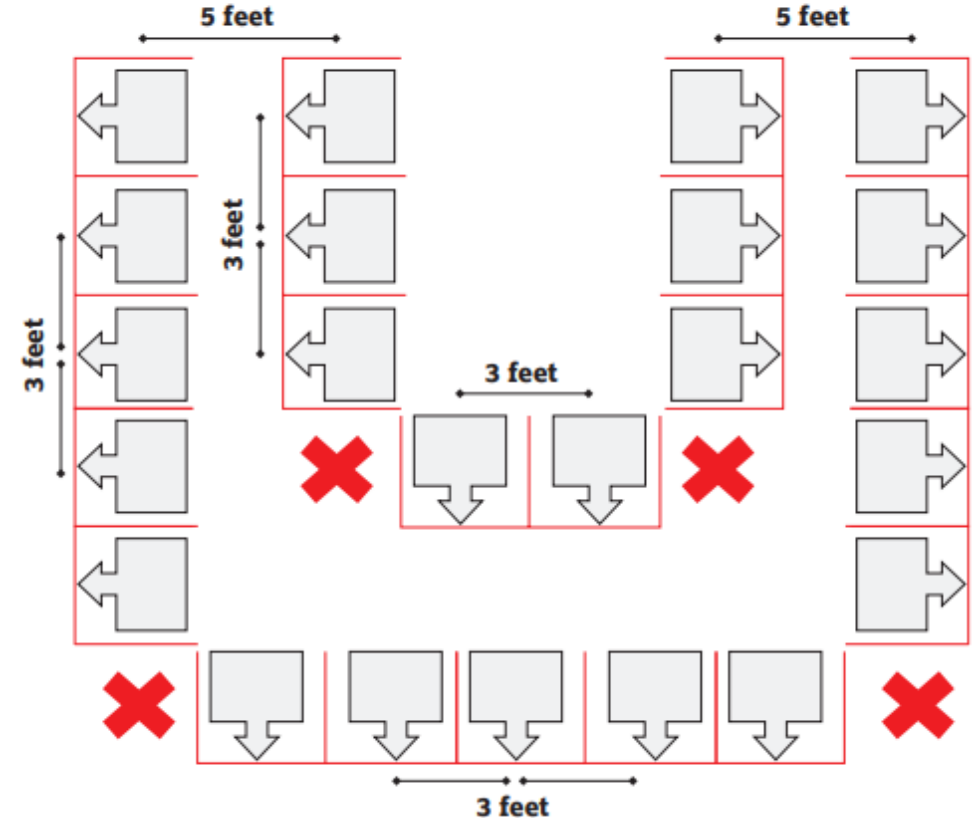# Seating and Security for Digital Testing

## Seating Configurations

**U-shaped seating configurations are allowed. Students must face outward and toward the wall and must not be seated next to each other in the connecting corner.**



U-shaped seating *without* partitions



U-shaped seating *with* partitions

# Benefits and Experiences

# Digital DAT School Day Benefits for Students

- **Simpler Test Taking Experience:** No more flipping through test book pages and scanning the answer sheet to find skipped questions. No more erasers. Students can:
  - Flag items for review, making it easier to return to unanswered questions
  - Move between questions, enter, and change answers with a click, improving efficiency
  - Reduce "pencil fatigue" and cramping through elimination of physical answer sheets

- **Integrated Test-Taking Tools:** Students no longer need to worry about bringing an approved calculator or having access to a watch to check their remaining testing time. The platform comes with built-in tools to simplify the student testing experience, including the following:
  - Calculator
  - On-screen timer
  - A highlighting feature
  - Line reader
  - An answer eliminator

- **Familiar Testing Environment:** Many students are already acquainted with the digital testing platform

# Digital DAT School Day Benefits for Administrators

- **Fewer physical materials to manage:** With the digital SAT School Day, there are no test books to store under lock and key before the administration and no student answer sheets to collect, organize, or ship when testing is complete.

- **Centralized administrative features:** On and before test day, test coordinators and proctors can use the Cambium testing platform to handle a variety of tasks, including:
  - *Before test day:* generate test tickets, manage rosters, and configure accommodations
  - *On test day:* oversee student testing time — including extended time — and monitor progression through the test

- **Simplified test completion process:** There's no need for a post-administration session since student test information is submitted digitally; when the test is over, proctors can simply dismiss their students.

# Experience from the Field

**Barbara Ventura**

**Assistant Principal, Berlin High School**

# Resources

# Resources

**At any time, you may access digital testing resources that support implementation and ensure technical readiness on the digital testing portal under Resources and Important Dates. You will find:**

**Digital Testing Portal:**
**digitaltesting.collegeboard.org**

**Access to checklists and practice sites**

**Manuals and guides for detailed instructions and policies**

**Important deadlines and milestones**

**Technology guides and system requirements requirements**

# Next Steps

- **Review the [Test Day Planning](#) and [Digital Preparedness](#) information on the digital testing portal specific to your week of test administration.**

- **Consult your technology coordinator and review the system requirements and technical specifications together.**

- **Begin configuring testing devices and installing the secure browser.**

- **Familiarize your students and staff with the format of digital administration using the [Student Digital Test Preview](#).**
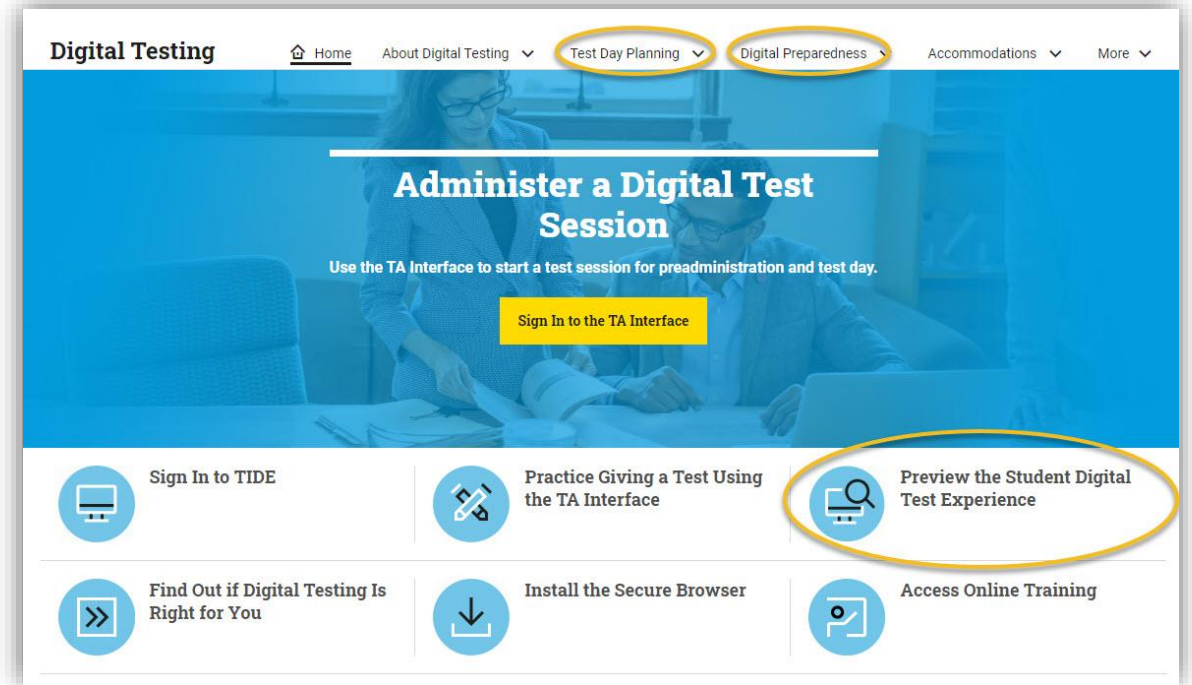
# Training

The College Board will send an email notification to all test coordinators with login instructions for online training in late February. The test coordinator must complete all required training courses prior to test day and will be able to share training with staff who will be supporting the test administration.

| Digital Coordinator Training | TIDE Training | Digital Proctor Training | Coordinator Training *(for paper and pencil testing, if applicable)* |
|---|---|---|---|

# Upcoming Webinars

| Webinar Topic | Date/Time | Registration Link |
|---|---|---|
| **Accommodations Overview** *For new SSD Coordinators and returning SSD Coordinators that need a refresher* | 11/8 at 1PM | https://attendee.gotowebinar.com/register/1191383939353199631 |
| **Technology Coordinator Overview** | 11/18 at 1PM | |
| **Accommodations, TIDE, and the CT SAT** *For all SSD Coordinators* | 12/6 at 1PM | |

# Questions?

Contact information:

» Michelle Rosado

- Phone: 860-713-6748

- Email: michelle.rosado@ct.gov

» Deirdre Ducharme

- Phone: 860-713-6859

- Email: deirdre.ducharme@ct.gov

» College Board

- Phone: 855-373-6387

- Email: SATSchoolDay@collegeboard.org